



EMPLOYMENT OPPORTUNITY

TRANSIT MANAGER

Salary Range: \$9,177 - \$12,389 per month

Application Deadline: Friday, May 31, 2019 at 4:00 P.M.

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. RCTC is a small agency with a staffing component of 51 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

GENERAL DESCRIPTION:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing complex professional support related to transit programs, including oversight of public transit agencies and specialized transit programs; provides highly complex and responsible support to the Multimodal Services Director in areas of expertise and assists with the development, management, and implementation of County-wide and regional transportation priorities; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Multimodal Services Director. Exercises direct and general supervision over professional, technical, and administrative support staff.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree in public administration, finance, urban/regional planning, public policy,

political science or a closely related field and five (5) years of professional experience involving program valuation, project management, and various budgetary and administrative analyses, including some experience involving transportation programs. A Master's degree in a related area can substitute for one year of experience.

LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

CLASS CHARACTERISTICS

This is a program management classification that manages all activities related to public and specialized transit. The incumbent organizes and oversees day-to-day contract administration, budgetary analysis, program analyses and management, and reporting activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Multimodal Services Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work. Traveling throughout the county and region is required for this position to attend various transit agency board and staff meetings. This class is distinguished from the Multimodal Services Director in that the latter has overall responsibility for all functions of the Multimodal Services Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and manages major local, state, and federal transit funding programs associated with the Short Range Transit Plan (SRTP), specialized transit programs for the elderly, disabled, and low-income populations, and other public transportation provision and enhancement activities.
- Performs program management including establishing and monitoring performance goals, program evaluation and feedback processes to ensure goals are being met and services are provided as agreed to in the contractors scope of work; assesses and addresses contractor performance issues; collaborates with stakeholders on developing and implementing program improvements related to performance, cost effectiveness, and services delivery.
- Participates in the development and implementation of goals, objectives, policies, and priorities for multimodal programs, including legislative and/or regulatory policy recommendations to improve streamlining and funding distributions. Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director.
- Develops, manages, and monitors the program's annual budget and establishes program goals and objectives for each fiscal year; accounts for program expenditures and revenues; projects program changes that may impact program budget and make adjustments; updates budget narratives; reviews quarterly budget reports and addresses coding issues or budget adjustments as needed.
- Reviews plans and reports related to short range transit planning; provides feedback and comments and recommends changes as appropriate.
- Allocates local, state, and federal funds based on approved SRTPs and ensures compliance with appropriate standards, guidelines, and regulations set by funding agencies.
- Assists with the development of short-range and long-range transportation planning projects as necessary, including the selection of project consultants.
- Coordinates with the Federal Transit Administration (FTA), Southern California Association of Governments

(SCAG) Metropolitan Planning Organization, and CalTrans in the administration of Riverside County Operator's Federal Section 5307, 5311, 5309, 5316, and 5317 program awards, as well as CalTrans pass-through Section 5310 funds and Low Carbon Transit Operations Program grant awards; ensures compliance with financial record keeping and grant requirements.

- Monitors and understands regional transportation issues and program changes; ensures that application documentation required by federal, state, and local governments for transit provision is completed and maintained in accurate and timely manner.
- Manages the overall Specialized Transit Call for Projects, including the development and revision of program guidelines, allocation awards, and contract administration and agreements with recipients.
- Monitors the performance of specialized grant recipients through the analysis of their monthly and quarterly performance reports; develops and implements solutions to address grants administration problems.
- Prepares year-end reconciliation of Local Transit Funds (LTF) and State Local funds (STA) in preparation of annual audits, reviews annual audits of transit agencies and transit operators.
- Facilitates and coordinates the quarterly Citizen Advisory Council (CAC) involvement activities regarding transportation planning, transit services, and applicable annual TDA-required public hearings; responds to citizen inquiries by explaining policies and/or investigating issues.
- Collaborates and provides planning data to other departments and transit agencies ensuring accurate data is integrated into development of service configurations and improvements.
- Prepares and presents agenda items and reports to Commission, committee, and workshop meetings; represents RCTC and makes presentations to governmental, community, and business groups.
- Interprets and applies federal and state guidelines to ensure RCTC compliance with program standards and intergovernmental funding requirements.
- Attends and participates in monthly Commission, committee, joint powers, governmental, and staff and citizen advisory meetings; provides assistance and input at various regional, state, and local public meetings in order to address transit services; chairs regional committees as assigned.
- Establishes and maintains effective working relationships with internal staff and external partners at local, regional, state and federal agencies.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Organization and management practices as applied to the development, analysis, and evaluation of transit programs and operational needs of the assigned programs.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs.
- Recent and on-going developments, current literature, and sources of information related to the operations of assigned programs.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on-time and within budget.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL & ENVIRONMENTAL ELEMENTS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC job sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. However, there will be routine project job sites and fieldwork where environmental elements are not always controlled such as temperature and noise. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

Summary of Benefits Available

CalPERS Retirement System	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$750/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	12 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be
submitted for consideration by the application deadline.**

For more information, please visit www.rctc.org

4/2019